STANDARD TESTING REQUIREMENTS SUMMARY
State Testing - ACT and/or WorkKeys

> NOTE: This summary is **not** all inclusive and serves as a guide for standard time testing (for accommodations testing, refer to the accommodations Supervisor's Manual(s) for requirements). The Supervisor's Manual(s) provide(s) policy and procedure information. All testing personnel are **required** to read the Supervisor's Manual(s) and to comply with all policies and procedures described therein and in any supplemental policy information provided. All schools must meet these standard testing requirements for each date of testing. The Supervisor's Manual(s) will be provided prior to Test Administration Training sessions.

Facilities
- Choice of test rooms for standard time administration:
  - Uncrowded seating – prefer classrooms with 15-30 students
  - Manageable security – prefer no more than 100 students in one room
  - Good lighting, comfortable temperature, quiet atmosphere
- Adequate writing surfaces:
  - No lapboards permitted
  - Must accommodate both test booklet and answer document
- Seating arrangements (requirements apply equally to desks and tables):
  - Seats must be assigned by testing staff as students enter room
  - Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
  - Minimum of 3 feet apart front-to-back (measured head-to-head)
  - All students must face the **same** direction, directly behind one another
- Freedom from distractions:
  - Only those involved directly in testing may be in the room. Examples of those who may not be present include media, parents, students who are not testing, school board members and district personnel (unless the district personnel have been trained to serve as members of the testing staff).
  - Provide an uninterrupted period for testing for each date of testing
  - Turn off audible signals that normally sound (bells, public address system, etc.)
  - Test rooms must be separated from regular school activities

Staff Requirements
- Each school is responsible for testing their own students.
- Each school principal must appoint staff to serve as the Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator. The school must appoint other testing staff as needed (e.g., room supervisors). The Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator can serve at only one school.
- Required number of qualified assistants per room—1 room supervisor required for each room, **plus** 1 proctor for every 25 students in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3).
- **To avoid the appearance of a conflict of interest – and to protect relatives or wards from allegations of impropriety – staff members may not serve as the Test Supervisor (or the Back-up Test Supervisor) or have access to secure test materials if any relative or ward of that staff member will be testing with standard time at any school in your state during the initial or makeup administration. A staff member may not serve as the Test Accommodations Coordinator or have access to secure test materials if any relative or ward of that staff member will be testing with accommodations at any school in your state during the designated accommodations testing window. Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.**
- Room supervisors and proctors may **not** assist in a room where any relative is testing
- Testing staff may **not** be:
  - Involved in ACT and/or WorkKeys test preparation outside of normal teaching responsibilities
  - Enrolled in high school, a volunteer, or a lower-division undergraduate
  - Anyone who intends to take the ACT within the next 12 months
- Adequate training for all staff:
  - A local training session for all staff is required before testing
  - Each room supervisor must have a complete copy of the Supervisor's Manual(s) in the test room.
- Attentiveness during testing—testing staff must:

- • Focus on monitoring tests—reading (except the Supervisor's Manual(s) or supplemental policy information), grading papers, using a computer, and other personal work is **not** permitted
- • Walk frequently around the room to monitor students
- • Recognize the potential for prohibited behavior and take action as instructed in the Supervisor's Manual(s)
- ♦ Comply exactly with the Supervisor's Manual(s), including reading Verbal Instructions verbatim

Security
- ♦ All test sites must test on the designated test dates with testing as the first activity of the morning. All room supervisors for standard time testing must begin reading the Verbal Instructions for the timed tests **no later than 9:00 a.m.** Students whose schedules normally start earlier or later, including night school students, must adjust to meet this requirement.
- ♦ Constant security of materials:
  - • Receipt, check-in, and verification of test booklets by serial number
  - • Restricted access at **all** times from the moment of receipt to return (documented "chain of custody")
  - • Answer documents not returned to students after test responses gridded
  - • Immediate and complete return of all materials as instructed in the Supervisor's Manual(s)
- ♦ Proper identification of students by room supervisor (personal recognition or photo ID)
- ♦ Direct consultation with ACT to handle administration irregularities

Exact Timing of Tests/Testing Sequence
- ♦ At least two timepieces must be used in each room to ensure accurate timing
- ♦ Observe test times and break schedule exactly
- ♦ Tests must be administered in the order prescribed in the Supervisor's Manual(s)

Documentation of Test Day Procedures
- ♦ Staff List returned for each school with answer documents for each date of testing according to direction in the Supervisor's Manual(s)
- ♦ Roster, Seating Diagram, Test Booklet Count Form, and Testing Time Verification Form returned for each room for each date of testing according to direction in the Supervisor's Manual(s)
- ♦ Header sheets (i.e., Supervisor's Report Form, School Identification Sheet) completed accurately and placed on top of answer documents returned for scoring/processing for each date of testing according to direction in the Supervisor's Manual(s)
- ♦ Irregularity Report(s) for each date of testing are returned with any voided answer documents attached according to direction in the Supervisor's Manual(s).